

Reclamation Manual

Directives and Standards

Subject: Business Cards

Purpose: Listed in Chapter 1 (ADM 02-01).

Authority: Listed in Chapter 1 (ADM 02-01).

Contact: Records and Office Services Group, D-7920

1. **Business Cards.** The Director, Management Services, has the authority to provide business cards to Reclamation employees within established parameters without Departmental approval. This authority is redelegated to regional directors. Directors have authority to further redelegate at their discretion.
2. **Guidelines.**
 - A. Reclamation will provide business cards to employees who require them in the conduct of their official Government business at no expense to the employee.
 - B. Use of these cards is restricted to official Government business and no personal information will be included on the cards.
 - C. Each region will put into place a centralized process at each of their offices for obtaining business cards as outlined in paragraph 3 below.
 - D. This is the only approved process for producing business cards at Government expense. Government-owned equipment and materials may not be used by individual employees to produce business cards. Business cards may not be purchased by individual employees on Government purchase cards. Employees desiring business cards other than those provided by their offices' centralized process must produce or purchase them at their own expense.
3. **Responsibilities.**
 - A. Regional Directors; Director, Management Services; or their designee may:
 - (1) Provide business cards to employees who require them in the conduct of their official business at no expense to the employees.
 - (2) Provide a centralized means for employees to obtain business cards within their local office by one of the following approved means:

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- (a) Produce in-house on standard supported office software. Copy on Government-purchased paper by the least expensive means available to their office.
 - (b) Purchase from the GSA single award schedule SKILCRAFT vendor, Seattle Lighthouse for the Blind, Inc., telephone 1-800-799-0402.
 - (c) Acquire from the Denver Office on a reimbursable basis.
- 4. **Standards.** When setting standards, an important factor to consider is that business cards must be produced as economically as possible.
 - A. Each regional office will develop a standard for their business cards. Standard format and stock should be selected and used for all cards. Format changes should be kept to a minimum for ease of production; however, some flexibility should be allowed where necessary to accommodate individual needs.
 - B. Business cards may be produced in black or blue ink. Foil embossing of seal/logo is authorized with approval of the Director.
 - C. The card may contain, as standard information U.S. Department of the Interior, Bureau of Reclamation, office designation (e.g., Lower Colorado Region, Denver Office, Public Affairs Office), the official Departmental Seal and/or the official Reclamation logo. It may contain, as a maximum, name, title, office address including office code, e-mail address, phone, fax, pager, home page (official Reclamation pages), and Government cell phone numbers. No home phone numbers or any other personal information are allowed.
 - D. Business cards produced internally should be printed in small quantities (suggest 100 per employee) to limit waste due to the constantly changing variable information on individual cards unless employees demonstrate a need for larger quantities. However, if purchasing from SKILCRAFT, the minimum order is 250.